

~~CONFIDENTIAL~~

462-2614

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

25X1A

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL



PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

26 November 1961

9 December 1961

4

1

10 December 1961

23 December 1961

4

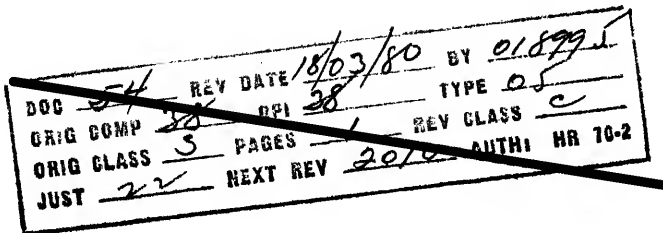
1

JUSTIFICATION

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

25X1A9a

Overtime performed in the field by Mr. [REDACTED] who is on TDY.



DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPE

FICIAL

Finance Division

25X1
A

DATE CONCURRED

DATE AUTHORIZED

22 January 1962

24 JAN 1962

~~SECRET~~~~CONFIDENTIAL~~